



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Appendix F

Contract Language for High and Moderate Risk Contracts

This appendix establishes the security processing requirements for High and Moderate Risk contracts.

SECURITY PROCESSING FOR HIGH AND MODERATE RISK CONTRACTS

Each person employed under a High or Moderate Risk contract shall undergo security processing by the Department's Office of Security before being eligible to work on the premises of any Department of Commerce owned, leased, or controlled facility in the United States or overseas. All Department of Commerce security processing pertinent to this contract will be conducted at no cost to the contractor.

A. Non-U.S. citizens to be employed under this contract within the United States must have:

- Official legal status in the United States
- Continuously resided in the United States for the last two years; and
- Advance approval from the security contact and servicing security officer of the contracting operating unit, and in consultation with the Office of Security (OSY). (OSY routinely consults with appropriate agencies regarding the use of non-U.S. citizens on contracts and can provide up-to-date information concerning this matter.)

B. Processing requirements for High and Moderate Risk Contracts are as follows:

1. A proposed contract employee will submit the SF-85P, Questionnaire for Public Trust Positions, FD-258, Fingerprint Chart with OPM's designation in the ORI Block, and any requested releases to the servicing security officer.
2. Upon completion of the security processing, the Office of Security, through the servicing security officer and the Contracting Officer's Technical Representative (COTR), will notify the contractor in writing of the individual's eligibility to be given access to the HCHB or other Department of Commerce buildings and facilities.



U.S. DEPARTMENT OF COMMERCE MANUAL OF SECURITY POLICIES AND PROCEDURES

C. Security processing shall consist of limited personal background inquiries pertaining to verification of name, physical description, marital status, present and former residences, education, employment history, criminal record, personal references, medical fitness, fingerprint classification, and other pertinent information. It is the option of the Office of Security to repeat the security processing on any contract employee at its discretion.

D. If the Office of Security receives disqualifying information on a contract employee, the COTR will be notified. The COTR, in coordination with the contracting officer, will immediately remove the contract employee from duty requiring access to departmental facilities. Contract employees may be barred from working on the premises of a facility for any of the following:

- Conviction of a felony of a crime of violence or of a misdemeanor involving moral turpitude.
- Falsification of information entered on security screening forms or of other documents submitted to the Department.
- Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government regardless of whether the conduct directly related to the contract.
- Any behavior judged to pose a potential threat to Departmental information systems, personnel, property, or other assets.

NOTE: Failure to comply with the requirements may result in termination of the contract or removal of some contract employees from Department of Commerce facilities.

E. Compliance with these requirements shall not be construed as providing a contract employee clearance to have access to classified information.

* * * * *